

Security Mentor Training

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PURPOSE

The Security Mentor series of training courses is required for all employees of the State of Nebraska. It covers important topics dealing with Information Technology security. This user guide will cover step 1 through step 6 in the Graphical & Interactive version. Steps 7 through 9 and the View Certificate section apply to both the graphical and the audio versions of the course.

LOG INTO THE EMPLOYEE DEVELOPMENT CENTER

1. The Employee Development Center can be accessed from this page, <http://link.nebraska.gov/>.
2. Type your User Name, press tab and then type your password.
3. Click Sign In (or press Enter).

LAUNCH TRAINING

1. In the Required Training section on the Employee Development Center (EDC) home page, click the link for the OCIO - Security Mentor training. Note: If you do not see the course listed in Required Training, it may already be on your transcript.


Welcome, John Hancock, to the State of Nebraska Employee Development Center

Due Date	Action
Natural Resources - Employee Policies and Procedures - 2015	8/21/2015 Open Curricu
OCIO - Security Mentor: 01 Computer Security	None Add

Security Mentor Training

- Click **Launch** to start the course. Note: If it does not launch right away, check your browser's pop-up blocker settings and allow the pop-ups.

Training Details

**OCIO - Security Mentor: 01 Computer Security**
Online Class • Security Mentor • \$0.00
★★★★★ (0)
Launch

On line course regarding Computer Security

Details

Ratings & Reviews

Price
\$0.00

Accreditation / Training Standard
Not Applicable

Continuing Education Units (CEU)
0

Available Languages
English (US)

- The first screen of the course shows an explanation of the course.
- There are two options at the bottom of the page. You can choose either the graphical version or the audio version. Click **Begin Graphical & Interactive Lesson**.



Welcome,

Welcome to Security Mentor's training! Here are a few things to know about your training:

- Lessons are 10 to 12 minutes long and on a single security awareness topic.
- Training is self-paced.
- You may start and stop a lesson at any time; it will begin where you left off.
- Each page must be completed, including all activities, before you can proceed to the next page. When a page is completed, the "Next" button will be enabled and glowing.
- There is no formal test, you will not be graded. But you must complete all the pages to complete the lesson.

The default lesson format is a graphical, interactive Flash-based lesson. Lessons do not have a voice track. If you require training presented in an audio format, select the audio-only lesson format.

Start your lesson now by clicking on a lesson format button below.

Begin Graphical & Interactive Lesson

Begin Audio-only Lesson

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5. Select **Next** in the bottom right-hand corner of the screen to move to the next page.



6. Follow the on-screen prompts. You may have to click directly on an image on the screen to progress to the next page.



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7. On page 16, click **Print or Save** to open a document that you can either print or save to your computer for review.



8. The next step is to acknowledge completion of the course. To acknowledge the course, return to your Employee Development transcript by clicking the green **Transcript** button.





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- Find the OCIO - Security Mentor course that you just finished and click the red **Acknowledge** button to the right.


Use the transcript to manage all active training.

0 HRS
AGGREGATE TRAINING COMPLETED


 FISCAL YEAR ENDING
6/30/2016

 COST
\$0.00

Active ▾ By Date Added ▾ All Types ▾

Search for training 

Search Results (12)



OCIO - Security Mentor: 01 Computer Security
Due: No Due Date Status: Pending Acknowledgement Training Purpose: None

Acknowledge ▾

- Read the acknowledgment statement. When you are done, click **Acknowledge** to complete the training.

By clicking the **Acknowledge** button I am confirming I have completed the **OCIO - Security Mentor: 01 Computer Security** online course. I understand that it is my responsibility as an employee of the State of Nebraska and user of state networks and hardware to abide by the policies, procedures, and security practices covered in this course.

VIEW CERTIFICATE

After completing the training, the course certificate will be available to view or print.

- Return to the Transcript page by clicking **Transcript** on the Employee Development Center home page.
- To view the certificate, first click below the Aggregate Training Completed and select the "Completed" status from the list (shown in screenshot below as #1).
- Find the OCIO - Security Mentor course in the list of completed training items.

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4. Click the **View Certificate** on the right-hand side of the course to view the certificate (shown in screenshot below as #2).

1. Click the transcript to manage all active training.

0 HRS
AGGREGATE TRAINING COMPLETED

FISCAL YEAR ENDING **6/30/2016** COST **\$0.00**

Completed ▾ By Completion Date ▾ All Types ▾

Active
✓ Completed
Archived

2. Search for training

Security Mentor: 01 Computer Security
5/10/2016 Status: Completed Training Purpose: None

View Certificate ▾

LINK HELP DESK CONTACT

If you have questions about requesting training or need your login info, please contact the LINK help desk. The LINK Help Desk provides assistance for the following programs:

- The Employee Work Center
- The Employee Development Center

Email: as.linkhelp@nebraska.gov

Phone: 402.471.6234